

FILE *Personnel* 22 NOV 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : 1972 Summer-Only Employment Program

1. This memorandum, in paragraph 4, contains a recommendation for your approval.

2. Attached are draft notices announcing the Agency's "summer-only" employment program, and the Civil Service Commission's summer program, for 1972. Our experience with the Agency program in 1971 indicates that it was highly successful from the standpoint both of the summer employees themselves and of the offices to which they were assigned. Comments of the employees reflected that they were fully occupied and well managed by their co-workers and supervisors, and Agency components were able to complete a number of necessary work projects through their help.

3. In view of the Director's decision to continue the program at the 1971 level in 1972, I suggest that the apportionment of employees among the Directorates follow the 1971 pattern as well. Quotas established were:

Clandestine Service	30
Intelligence	40
Support	69
Science and Technology	4
Office of the Director	7
	<u>200</u>

Directorates submitted requirements equal to their quotas in 1971 and I assume they will do so again, but if any adjustments become necessary we will work them out within the overall total of 200.

4. I recommend that you approve the two draft notices attached, and the apportionment of employee quotas as indicated in paragraph 3 above.

/s/Harry B. Fisher

Harry B. Fisher

: Director of Personnel

Attachments:

The recommendation contained in paragraph 4 is approved.

(signed) John W. Casper

24 NOV 1971

Deputy Director for Support

Approved For Release 2003/02/27 : CIA-RDP84-00780R004100100002-6

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This Notices Expires 14 January 1972

PERSONNEL

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"SUMMER-ONLY" EMPLOYMENT OF
DEPENDENTS OF AGENCY PERSONNEL

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Rescission:

1. GENERAL

- a. To meet anticipated needs for clerical or other assistance during the summer months, the Agency again will employ a limited number of individuals for temporary summer employment (15 May through 15 September 1972). As in years past, the "summer-only" program is restricted to dependents of Agency staff employees, but the number authorized for employment in 1972 will not exceed 200 (the same as the number employed in 1971).
- b. The program will be limited to essential temporary or backlogged work requirements.
- c. Operating Officials and other supervisors concerned are responsible for establishing and monitoring work plans which will ensure full-time employment of "summer-only" employees.
- d. Parents are responsible for advising their dependents who may wish to participate that much of the work is of a routine nature, and that no assurance can be given that the individual will be placed in an assignment in the area of his special interests.
- e. Persons interested in the "summer-only" program should be aware that, under present policies, the Peace Corps will not employ any individual who has previously worked (even in "summer-only" programs) for the Agency.

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2. ELIGIBILITY

For the 1972 program the term "dependents" will include only sons, daughters, and wards who have graduated from high school and who will be at least 17 years old and not more than 23 by 1 June. Individuals who have worked for the Agency for two or more previous summers will not be eligible for further consideration for summer employment. A dependent of a staff employee whose retirement or death occurred during the past year may submit an application; the Director of Personnel is authorized to consider applications in exceptional cases in which retirement or death occurred at an earlier date. As noted on page 4, dependents of employees who are under any type of cover are not eligible for this program.

3. APPLICATIONS AND SELECTION

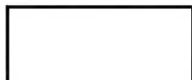
- a. Individuals interested in the "summer-only" program should obtain information and application forms from the Clerical Staffing Branch, extension [redacted] An application must be submitted for each summer a dependent wishes to work. Applications must be received in the Office of Personnel no later than 14 January 1972 to be considered for employment this summer.
- b. To provide an equal opportunity for all candidates, new applicants will be required to take the regular Agency Clerical Testing Battery, the results of which will be the primary basis for selection. Applicants who have previously taken this test may compete on the basis of their previous test scores or be retested. The tests will be given in Room 306, Ames Building, 1820 North Fort Myer Drive in Rosslyn, by appointment during the Christmas vacation and on subsequent Saturdays as follows: 22 and 29 January; 5 and 12 February 1972.

Applicants should call extension [redacted] to schedule test appointments. Applicants who are attending schools outside the Metropolitan Washington area should state on their application the dates of any planned visits to Washington, D. C. In unusual cases, it may be possible to make arrangements for an applicant to take the test at some place other than Washington, but the expense involved makes it necessary to restrict this procedure.

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- c. Medical evaluations will be a prerequisite for summer employment in accordance with the following procedures:
- (1) A medical history form will be submitted by each applicant.
 - (2) The Office of Medical Services will review them and identify those that require clarification.
 - (3) Such clarification will be obtained by seeking additional information from the applicant and/or his private physician.
 - (4) In selected cases brief psychiatric interviews may be conducted.
 - (5) Prior to appointment, applicants will receive a limited medical screening including chest x-ray, urinalysis, hearing and visual acuity tests.
- d. Applicants will be notified by the Director of Personnel as soon as possible after 1 March 1972 as to whether they can be offered employment. Parents and guardians of "summer-only" applicants should understand that in all probability the number of applicants will exceed the appointments available.

4. COMPENSATION

Qualified "summer-only" employees will be appointed at the following grade and salary levels:

<u>Education Level</u>	<u>Grade</u>	<u>Salary</u>
High school graduate	GS-02	\$4897
One or more years of college	GS-03	\$5524

5. ASSIGNMENT AND LENGTH OF SERVICE

- a. "Summer-only" employees must be willing to work in any of the Agency's various locations within the Washington, D. C. metropolitan area where their services may be required. In no instance will they be assigned to the same office in which their parents are assigned. Applicants may express a preference for work location and shift, but the work requirements of the Agency must come first.

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- b. All "summer-only" employees are expected to work for a minimum of 60 calendar days. Employees who wish to work through Labor Day must complete the entire workweek. If they are unable to do so, they must resign on or before the preceding Friday, 1 September 1972.

6. PERFORMANCE REPORTING

Form 45, Fitness Report, will be used to record an evaluation of each "summer-only" employee's performance. In view of the nature of the duties performed by summer employees, their relative inexperience, and the difficulty of providing adjectival ratings of their performance in relation to that of regular full-time personnel, it will not be necessary to complete Section B of the Form 45. It is expected, however, that a narrative evaluation will be provided in Section C.

IMPORTANT: The summer employment program must be conducted within the restrictions on employment of relatives described in Parents must restrict themselves to making known to their children the availability of a limited number of opportunities for summer employment and the transmission of application forms. Completed application forms should be mailed by the applicant to "Office of Personnel, P. O. Box 1925, Washington, D. C. 20013" and marked "ATTENTION: Mrs. in the lower left corner of the envelope.

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Under no circumstances will parents or other employee relatives attempt in any way to influence assignments. Responsibility for making suitable assignments in relation to requirements for summer employees is vested exclusively in the Office of Personnel.

Dependents of employees under any type of cover (nonofficial, or nominal) will not be eligible for the program.

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Dependents who will not be eligible for Agency summer employment can avail themselves of the opportunities for such employment in other U. S. Government departments and agencies through the Civil Service Commission. Information about the CSC summer employment program for 1972 is being distributed to all employees in , dated .

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed) John W. Coffey
JOHN W. COFFEY

Deputy Director
for Support

24 NOV 1971

DISTRIBUTION: ALL EMPLOYEES

PERSONNEL

CIVIL SERVICE COMMISSION
SUMMER EMPLOYMENT PROGRAM FOR 1972

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25X1 1. Dependents of Agency employees under any type of cover (non-official, [redacted] will not be eligible for the Agency's summer employment program in 1972. The 1972 summer program will again be limited to not more than 200 summer employees. Applications for summer employment normally are considerably in excess of number of positions available. It is important, therefore, that all Agency dependents start early to consider alternative possibilities, particularly the opportunities for summer employment in other U. S. Government departments and agencies through the Civil Service Commission (CSC).

2. The CSC summer employment program schedule for 1972 is as follows:

December 3, 1971	Cutoff date for filing for January 8, 1972 test
January 7, 1972	Cutoff date for filing for February 12, 1972 test
February 2, 1972	Cutoff date for filing for March 11, 1972 test Applications postmarked after February 2, 1972 will not be accepted.

Tests will be given at more than 1,000 locations and it is anticipated that approximately 19,000 jobs will be filled nationwide through the competitive examination.

3. Complete information is contained in Announcement No. 414, Summer Jobs in Federal Agencies, which may be obtained from Job Information Centers in any Area Office of the Commission, any major post office, most college placement offices, or from the U. S. Civil Service Commission, Washington, D. C. 20415. In the Washington, D. C. area, inquiries should be directed to the

Interagency Board
CSC Headquarters Building
1900 E Street, N. W.
Washington, D. C. 20415

4. Dependents should be cautioned that any reference made to the parents' place of employment should be consistent with the parents' cover.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(signed) John W. Coffey
JOHN W. COFFEY
Deputy Director
for Support

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